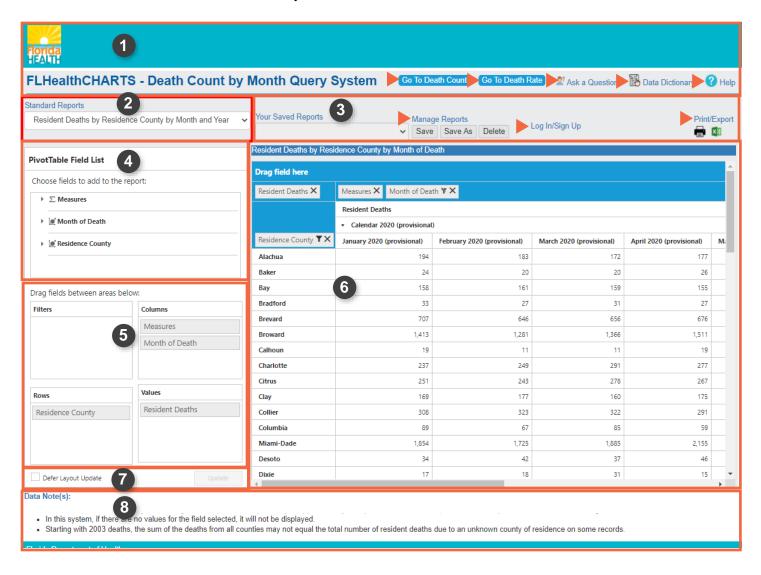
# Quick Reference for the FLHealthCHARTS Death Count by Month Query System

This overview of the FLHealthCHARTS.com Death Count by Month Query System includes the basic functions of the application and frequently asked questions. The system is best viewed in the Chrome browser. An accompanying document, the Death Count by Month Query System Data Dictionary, describes each variable in detail.

- 1. Provisional data is updated every day at approximately 5:00 a.m. When final data is published for the year, the term "provisional" is removed and that data will not change.
- 2. If there are no values for the field selected, it will not be displayed.
- 3. Starting with 2003, the sum of the deaths from all counties may not equal the total number of resident deaths due to an unknown county of residence on some records.



# Functions and Features of the Death Count by Month Query System

1	Logo	Click the logo to go back to the FLHealthCHARTS landing page.	
	Go to Death Rate/Count	Use this button to switch between the Death Count and Death Rate query systems	
	Ask a Question	Send us questions about the system.	
	▶ Data Dictionary	Learn about the data, its source, and other interpretative information	
		including the ICD codes used for the measures.	
	Help	Learn how to use this query system with a PDF guide.	
2	Standard Reports	Commonly requested reports are available by clicking the report title in this dropdown menu. Click the report you want, and it will be displayed. If you want to build your own report, these standard reports provide a great starting point.	
3	Your Saved Reports	If you register as a CHARTS User, you can create and save your own reports. They will be displayed here. The report specifications, not the data, is saved. So if you retrieve a report that uses provisional data, the latest data will appear the next time you open it.	
	► Manage Reports		
	Save, Save as,	<ul> <li>Save As: Save As lets you save a report and name it.</li> </ul>	
	and Delete  • Delete: Delete removes the selected report.		ected report.
	Login/Sign Up	Login as a CHARTS User to name reports and save them for use again later.  Export the data in your report to excel. From excel, you can also print it.	
	► Print/Export		
4	Pivot Table Field List	What do you want to measure? Select the measure of interest in this section.	PivotTable Field List  Choose fields to add to the report:
		Use the triangle symbol next to the	▲ ∑ Measures
		✓ ∑ Measures measure name to	Recorded Deaths
		expand the	Resident Deaths  Resident Maternal Deaths
		selections.	
		For a measure to become 'active', expand the list, then click in the box. Your selections are displayed in the data table. Definitions are provided in the Data Dictionary.	
5	Drag fields between areas below		
	<ul> <li>The first square is for filters. A filter allows you to limit the date only records with certain characteristics, such records of a county.</li> <li>The second square shows the columns.</li> <li>The third square shows the rows.</li> </ul>		•
			columns.
			rs.
		<ul> <li>The fourth square shows the values. This is the measure that you selected.</li> </ul>	



1. Use the 'Drag fields between areas" function:

- a. Click on a filter, column or row and drag it to another area.
- b. You can also drag and drop the variable from this section of the report into the blue section of the report (see section 6 for more detail).
- 2. Use the 'Pivot Table Field List' to select other variables for your report by clicking the small triangle to open the selection. Check the box that appears. Your report will automatically include the new, selected variable. You can move it to another location such as row, column, or filter.



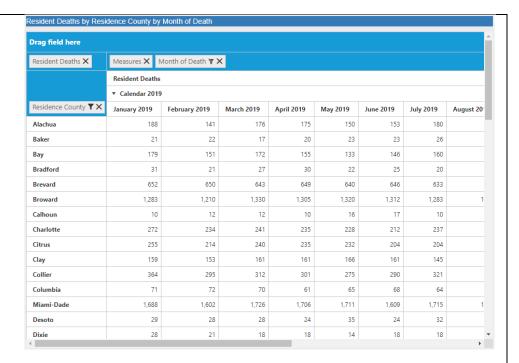


Your report is presented in a data table. The dark blue line above the report itself shows the title of this report. For example, Resident Deaths by Residence County by Month of Death tells you that the data being shown is data on resident deaths. County and year are the rows and columns of the table.

You can see at a glance which items are selected by looking at the boxes at the top of the table. The four lighter blue sections of the report, above the data itself, tell you which filters (the blue line at the top), values and columns (the second blue line), and rows (the third blue line) are being used in this report. You can easily change selections by clicking the X to remove that item. Click the filter symbol on the left side of the X to see the selection options for each measure and filter based on what you want to see.

If a measure has selection options that are grouped together, you can click on the arrow symbol in the table itself to get more detail about that measure.

In the report example below, clicking the arrow ▶ shows detail for Calendar 2019. Click again on the arrow ▼to contract it.





Defer Layout Update lets you make multiple selections before the data is displayed or refreshed.

- This feature is best used when you have large amounts of data that will be generated such as zip codes or census tracts.
- When selected, EVERY TIME YOU MAKE A CHANGE, you must click "submit" for the data to be refreshed on your screen.
- 8 Data Notes

This section gives additional, general information about the data including when the provisional data is updated.

#### **Frequently Asked Questions**

### How do I get data only for my county?

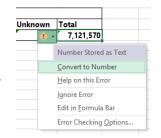
Select a standard report that uses county, for example, Resident Deaths by Residence County by Month and Year. In the data table, click the filter icon Y for RESIDENCE COUNTY. You will see all counties displayed. Uncheck the (Select All). Now select only the county or counties that you want by clicking their selection boxes and click "OK" at the bottom of the listing. Your new report will show up in the table.

## How do I get the state total without seeing all of the counties?

Although there is a total at the end of all rows, here is an example showing a report with only the state total: Select the standard report, Resident Deaths by Residence County by Month and Year. In the left section where it says "Drag fields between areas below", click and drag "Residence County" from the ROWS into the gray section of the FILTERS box. Now the state total is what is included in your report. (Note: If you were to use the filter for Residence County, you could select a single or multiple counties as well.)

### How can I format the data in my excel export as numbers?

Initially, the cells in the excel export are NOT numbers. This is so the report can have titles, column and row headings. To convert the data to numbers, select a cell or range of cells, and *right click* on the exclamation icon. • Then select 'convert to number'. The green triangles in the cells will disappear and your data is reformatted into numbers.



#### My table is blank!

A blank table means your selections resulted in no data. For If this happens, there is no data for your selections. For example, you may have removed the measure, or you may have removed all selections from a row, column or filter area. If this is the case, add some selections. Another reason may be that, given the combination of factors you have selected, there were no occurrences. Try expanding the selection criteria to obtain results.